Designee-Suspend Designation

Federal Aviation Administration
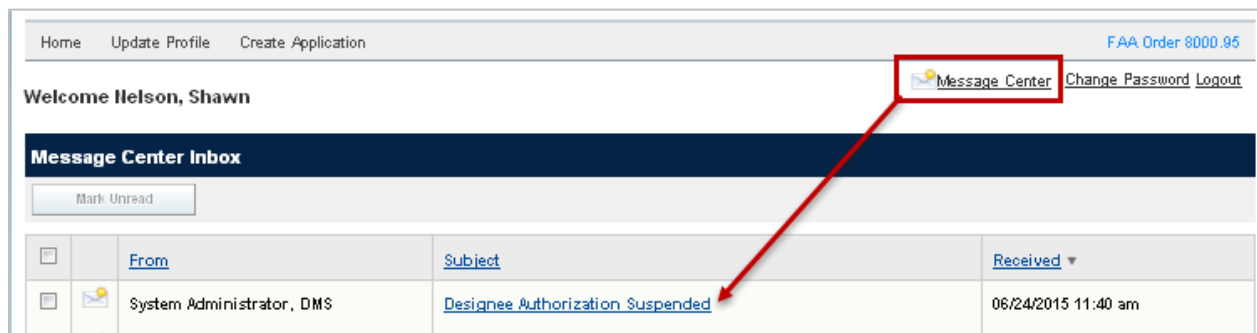
Suspend Designation

Suspend Designation: Designee View

1. The *Designee Logs* into DMS.

2. From the **Message Center** link, open the message **Designee Authorization Suspended.**

3. Click on **Action**.

   Note*: The Designee will not be able to do any action or activity while being suspended.*

4. Under **Action Required Items**, select **Suspension Release Request**.

   Suspension Release Request page appears.

5. Enter **Justification** and then upload a file by clicking the **Select** button.

Designee Home page appears.